

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

**Special Assistant to the Senior Advisor**

**AD-0301-00-00**

### **ORGANIZATION**

**U.S. Environmental Protection Agency**

**Office of the Administrator**

**Washington, DC**

### **TITLE AND GRADE OF SUPERVISOR**

**Senior Advisor to the Administrator, AD**

### **STATEMENT OF RESPONSIBILITIES**

The incumbent serves as a special assistant to the Senior Advisor to the Administrator. Incumbent participates in the development of policies, procedures and programs. Considers and studies comments/proposals in relation to the Administration's objectives, existing policies, regulations and laws pertaining to the Brownfields and Superfund programs. Evaluates programs and new or changing requirements by considering all of the factors which may influence the strategy of the Administration, and develops programmatic improvement, both immediate and long-range, to achieve objectives.

Incumbent serves as an advisor on Brownfields and Superfund programmatic improvements which require the Senior Advisor's personal attention. Advises the Senior Advisor on the impact of improved programmatic policies being considered for implementation and recommends alternative policies.

Evaluates programs for attainment of goals, benefits in terms of costs, and responsiveness to the needs of the Senior Advisor. As increased emphasis and public interest create major problems of financing, staffing, organization and facilities for new or expanded programs, incumbent provides direction and guidance to program offices in these areas as deemed appropriate. Oversees implementation of Superfund and Preparedness and Prevention activities involving the coordination with State, local governments, other Federal agencies and the Stakeholder community.

Formulates and recommends for approval procedures and programs plans regarding Brownfields and Superfund initiatives. Implements programs and initiatives approved by the Senior Advisor. Recommends changes in procedures as the need becomes evident and arranges for surveys, studies, and installation of results.

# Investigate

## Position Designation Record

Agency	EPA
Position Title	Special Assistant to the Senior Advisor
Series and Grade/Pay	AD-0301-00
Band	
Position Description	AD17037
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

### National Duties

### Degree of Potential for Compromise or Damage

Unclassified information (e.g. private, controlled unclassified, or proprietary information)

- Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

### Potential for Compromise or Damage

### Duties

### Degree of Potential for Compromise or Damage

Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)

- One or more of the following:
- Mid-level management duties or assignments
  - Assists agency rule-makers or policy decision-makers for significant public

**Duties****Degree of Potential for Compromise or Damage**

trust government programs in an influential way

- Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service
- Significant public contact about important government programs impacting the public's trust

Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)

Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as:

- Performing inspections
- Enforcing established standards
- Providing regulatory advice and direction

**Adjustment for Program Designation and Level of Supervision****Adjustments****Label**

**Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)**

Multi-agency impact

**Adjustment for level of supervision or other controls**

Periodic, ongoing review - ability to act independently a lot of the time

**Total Points Designation****Label****Points****Investigation Form****Required**

Label	Points	Investigation	Form
Total Initial Position	30		Required
Designation Points from Step 2		T3	SF 86
Adjusted Position Designation Points from Step 3	30		

**Sensitivity**

Non-Critical Sensitive

**Risk Level**

Moderate Risk

Signature: Date: 05/02/17Name: Howard Bonney